

St. Paul's Hall Rental Application Form

Applicant Information

Name of Person or Organization:

Contact Person (if organization):

Phone Number:

Email:

Event Details

Date(s) of Hall Use:

Time (From - To):

Purpose of Use / Type of Event:

Number of People Expected:

Are you a member of St. Paul's Parish? [] Yes [] No

Will you require tables and chairs? [] Yes [] No

If yes, how many tables? _____ Chairs? _____

Facility Requested

- ☐ St. Paul's Hall
- ☐ Hourly Rate - \$20.00/hr + \$40 Janitorial Fee
- ☐ Daily Rate - \$110.00/day + \$40 Janitorial Fee
- ☐ Coffee Machine & Supplies - \$40.00 (optional)
- ☐ Eumaeus Room - Daily Rate \$25/day + Monthly Janitorial Fee (to be determined)
- ☐ Footcare Room - Daily Rate \$25/day + Monthly Janitorial Fee (to be determined)
- ☐ Parishioner Event (Birthday, Anniversary, Shower) - \$50/event (1-3 hours) + \$40 Janitorial Fee
- ☐ Funeral Reception (Parishioners only - No Charge for Hall use)
- ☐ Non-Parishioner / Business - \$110/event + \$40 Janitorial Fee
- ☐ Not-for-Profit Use - Requires Finance/Parish Council review
- ☐ Request for Long-Term Use - Requires case-by-case review and approval

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Terms & Acknowledgement

- * Tables and chairs are available for use only on site (not for external rental).
- * Final approval is subject to availability and confirmation by the Parish Office.
- * Payment due before event. Cheques payable to: St. Paul's Church.
- * Users are responsible for ensuring the Hall is left clean and orderly.
- * Janitorial fees cover basic cleaning only. Additional charges may apply for excessive mess or damages.

Signature of Applicant: _____ Date: _____